

**MINUTES  
JOINT COMMISSION  
ON  
SHARED SERVICES INITIATIVES**

**September 27, 2012**

**COMMITTEE:** Joint Commission on Shared Services Initiatives

**DATE:** September 27, 2012

**TIME:** 7:30 a.m.

**LOCATION:** County Courthouse, Room 2550

**COMMITTEE CHAIR:** Dave Duax

**RECORDER:** Angie Harmon

Commission Members Present: City- Dave Duax, Jackie Pavelski  
County – Colleen Bates, Gregg Moore, and Gerald Wilkie  
School – Carol Craig, Kathy Duax  
Commission Members Absent: Kerry Kincaid & Brent Wogahn  
Staff: Dr. Mary Ann Hardebeck, Scott Noffke, Linda DesForge, and Angie Harmon  
Staff Absent: Brian Amundson

## AGENDA ITEM #1: Call to Order

Welcome new School Superintendent, Dr. Mary Ann Hardebeck

Chairman Dave Duax called the meeting to order at 7:34 a.m.

**AGENDA ITEM #2: Approval of the minutes of the Joint Commission on Shared Services Initiatives meeting of August 2, 2012**

**ACTION:** Gerald Wilkie made a motion to approve the minutes as presented. Jackie Pavelski seconded the motion and the motion was carried.

**AGENDA ITEM #3: Report, update and discussion of Joint Purchasing project. (Dale Peters/Frank Draxler)**

The charter is complete and a final project analysis report was handed out to the members. Main key points of the report were discussed. Some of the items addressed were analysis of joint purchasing options, defining the measures, desired and undesired outcomes, and the committee's recommendations. The Joint Purchasing Committee is asking for support & approval by the Commission to start implementing some of these recommendations.

The Commission suggested that a one page executive summary report be drafted. This could be used in a variety of different ways. It was suggested to draft an All Staff informational sheet. Also, to have the committee report back to the Commission within a year to report the progress of the project.

**ACTION:** Colleen Bates made a motion to approve the Joint Purchasing Committee's recommendation as presented. The motion was seconded by Jackie Pavelski and the motion was carried.

**AGENDA ITEM #4: Discussion and review of the progress dashboard for the priority projects for 2012-2013**

Members discussed the top six priority projects set out in the Optimization report. The dashboard for the six projects was reviewed. An updated charter on Joint Health Care Program was handed out and reviewed. This charter will be the next priority project focus, the Commission will get updated as the project moves forward.

**AGENDA ITEM #5: One-year review of the Service Optimization & Process Review Report and discussion of visionary leadership initiatives.**

The first initiative is now complete and others are moving forward. The Commission reviewed the progress that has been made during the last years on the Visionary Leadership Initiatives. It was suggested looking at the additional initiatives and possibly updating the Ranking Scorecard/Matrix to prioritize each of the initiatives. If more initiatives are added we need to be considerate of staff time needed and to not lose site of the projects that are currently being completed.

**AGENDA ITEM #6: Discussion of future meeting dates and locations:**

Thursday, November 29<sup>th</sup> meeting date was changed to December 6<sup>th</sup> at 7:30, location, City Hall

**AGENDA ITEM #7: Adjournment**

**ACTION:** Jerry Wilkie made a motion to adjourn the meeting.

**The meeting was adjourned at 9:21 a.m.**

<b>FUTURE MEETING DATES:</b>	<b>TIME:</b>	<b>LOCATION:</b>
Thursday, December 6	7:30 a.m.	North Conference Room, City Hall